IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.16 WRITTEN AND DEMONSTRATIVE ASSESSMENTS

A. General

Students attending Peace Officer Standards and Training (POST) basic academies and related POST-certified basic training programs must meet established minimum standards. The standards must be accomplished satisfactorily by each student. Successful completion is measured through written or demonstrative assessments.

Scenario demonstrative assessment is addressed in POST procedure 12.17 Scenario Development, Execution and Assessment.

B. Definitions

"Certified Training Institution" means a POST Council-approved entity certified to provide a POST academy-equivalent program.

"Cheating" means any behavior or pattern of behavior that tends to disrupt, diminish or otherwise jeopardize the integrity of any assessment, or to provide unfair advantage to a student taking the assessment, as determined by the instructor or a coordinator and upheld by the POST Division Administrator (administrator).

"Cognitive Objectives" means standards of training for which information may be presented, learned, and mastery confirmed through an assessment in which the student provides written responses to questions regarding the material taught.

"Demonstrative Assessment" means a student assessment process requiring the student to physically demonstrate mastery of a skill or skills.

"Demonstrative Objectives" means standards of training for which information may be presented, learned, and mastery confirmed through a demonstrative assessment.

"High Liability Topics" means topics requiring a high liability endorsement including Conducted Energy Devices, Defensive Tactics, Emergency Vehicle Operations Course (EVOC), Firearms, Use of Force, and any other topic deemed as "high liability" by the POST Council.

"Performance Objective" means a cognitive or demonstrative standard.

"Practical Application Skills Test" means the method used for assessing both Cognitive and Demonstrative objectives contained in specific classes that are predominately hands-on (including but not limited to Defensive Tactics, EVOC, Firearms, and Tac Med)

"Proctor" means a POST employee who administers a written examination. In rare instances a proctor may be a non-employee approved by POST to administer a written examination, adhering to POST standards for examinations.

"Quiz" means a scored assessment offered during the presentation of course material. Quizzes are developed and scored by the instructor or academy coordinator; they are not typically maintained in the Training Manager System. Quizzes may be used to determine academic progress.

"Training Coordinator" means a POST employee directly responsible for a specific training academy or basic academy session.

"Training Manager System" (TMS) is an electronic training record and testing database used by POST for developing and scoring examinations, and recording individual test scores.

"Written Assessment" means a student assessment process requiring the student to provide information in writing or by electronic text.

C. Written Assessment Development and Maintenance

1. The committee developing the curriculum for the class, a certified instructor who teaches the curriculum, Curriculum Coordinators, and Academy Training Coordinators may develop and/or revise written assessment questions based on the objectives in collaboration with the parties involved.
2. A minimum of 3 written assessment questions are developed for each objective, and are:
    a. maintained within the TMS;
    b. available for preparing academy instructors prior to instructing the class;
    c. reviewed by instructors only at secure locations maintained by POST;
    d. under the control of a POST employee during the review and may not be copied by instructors or taken from the review location; and
    e. no notes made may be taken from the review location.
3. Working with the Academy Training Coordinators, the Curriculum Coordinators will verify course objectives taught and develop written assessments using the TMS based on those objectives.
    a. Weekly scheduled written assessments do not exceed 125 questions.
    b. The Certification Examination does not exceed 300 question.
4. Access to the testing system is restricted to Administration, Curriculum and IT. The access includes input of test questions, creating exams and grading exams. The exams are distributed to and proctored by the designated Training Coordinator or Regional Coordinator. Testing occurs in a controlled environment and is monitored.
5. The DUI/SFST officer certification for DUI testing in Idaho is delivered by a subject matter expert and not maintained in the TMS.

D. Administering Written Assessments

1. Proctors ensure the integrity of the examination process by:
   a. providing examination booklets, answer sheets and information regarding the assessment process to students;
   b. monitoring student behavior during examinations;
   c. reporting any behavior rising to the level of cheating to the appropriate POST manager or staff;
   d. collecting completed examination booklets and answer sheets.
2. POST provides reasonable accommodation for persons with a known disability affecting written assessments, in accordance with the Americans with Disabilities Act:
   a. when notified prior to the date of the scheduled written assessment; and
   b. with documentation of the accommodations requested per ADA Guidelines.
3. POST will provide reasonable accommodations for persons with a language barrier that may affect written assessments when translating from their primary language to the English language.
   a. Academy coordinators must be notified at the beginning of the academy.
   b. The student may use a hard copy translation dictionary.. It is the student's responsibility to bring this with them to the written assessment. POST will not provide these. Electronic versions are not permitted.
   c. Students who have language barriers may be given additional time to complete the exam.

E. Scoring Written Assessments

1. Proctors:
   a. collect examination booklets and answer sheets at the end of the test period; and
   b. immediately (or by overnight mail) deliver the materials to the Curriculum Coordinator.
2. The Curriculum Coordinator or other designated POST staff scores the written assessments.

F. Written Assessment Analysis

1. Prior to the test being administered to the student:
   a. The Curriculum Coordinator provides a copy of all academy test questions to the Academy Training Coordinator(s). The Curriculum Coordinator and the Training Coordinator(s) review and discuss all test questions. The Curriculum Coordinator updates test questions when appropriate.
   b. The Curriculum Coordinator sends the test to the Training Coordinator(s) for review and discussion. After review and discussion, the Curriculum Coordinator updates the test.
2. After test results are generated, a Curriculum Coordinator or other designated POST staff produces and reviews a class response analysis report.
   a. The Curriculum Coordinator assesses each question that is missed by 35% or more of the students.

  b. To confirm the validity of the test question, the Curriculum Coordinator:

    i. Confirms that the construction of the test question follows the "POST Guidelines for Constructing Test Question."

    ii. Verifies that the content of the test question is covered in the lesson plan and/or the PowerPoint presentation.

    iii. Analyzes the data available for all responses to that specific test question.

  c. Based on the above analysis, when the question is:

    i. Not valid, the test question is thrown out and the test is rescored.

    ii. Valid, the test question remains.

3. The Curriculum Coordinator then discusses the findings with the Academy Training Coordinator(s).

4. A Curriculum Coordinator or other designated POST staff provides the Academy Training Coordinator with:

  a. test score reports both alphabetically by student last name and by student identification number;

  b. trainee test objective results; and

  c. trainee test objective results are provided after a certification exam only if the student fails.

5. A Curriculum Coordinator or other designated POST staff receives answer sheets for challenge examinations for certified training institutions or agencies:

  a. after test results are generated, a Curriculum Coordinator or other designated POST staff produces the test scores and reviews the class response analysis report if appropriate; and

  b. provides the training test objective results when the student(s) fail the examination.

6. Academy examinations and score sheets are shredded. The original examination, answer key, and the student test score sheet are scanned into the Academy document manager and the original documents are kept per state guidelines.

7. Challenge examinations and score sheets are shredded immediately following the scoring.

G. Basic Academy Certification Exams

1. In order to be eligible to take a Basic Academy Certification Exam of Block Exam, each student must maintain a 75% weekly test average.

2. All Basic Academy Certification Exams require a minimum passing score of 75%.

4. The Basic Patrol Certification Written Assessment

  a. The Block 1 Exam is comprehensive, covering material presented in the first block of the Basic Patrol Academy and is the first half of the Basic Patrol Certification Written Assessment. If a student fails the Block 1 Exam, the student will take a re-test within 2 academy days on his/her own time. If a student fails the re-test, they are dis-enrolled from the Basic Patrol Academy.

  b. The Block 2 Exam is comprehensive, covering material presented in the second block of the Basic Patrol Academy and is the second half of the Basic Patrol Certification Written Assessment for the Basic Patrol Academy. If a student fails the Block 2 Exam, the procedure for retaking a Basic Academy Certification Written Assessment applies (See H.1.)

     c. The Block 1 Exam and Block 2 Exam are the Basic Patrol Certification Written Assessments for all other Law Enforcement Basic Patrol Academies. A minimum passing score of 75% is required for both the Block 1 Exam and Block 2 Exam.

5. For any Law Enforcement Certification Program, the student must take the Certification Written Assessment prior to graduation. If the student does not pass the Certification Written Assessment, the student must retake the Certification Written Assessment within six (6) months after the Law Enforcement Certification Program's scheduled graduation date. If the student fails both the initial and retake attempts or fails to retake the Certification Written Assessment within six (6) months after the Law Enforcement Certification Program's scheduled graduation date, the student cannot be certified.

   If the student has a documented emergency and cannot take the Certification Written Assessment on the Law Enforcement Certification Program's assigned test day, the student must take the initial Certification Written Assessment and retake (if necessary) within six (6) months of the Law Enforcement Certification Program's graduation date.

H.   Retaking a Basic Academy Certification Written Assessment

1. The student may take the Basic Academy Certification Written Assessment within six (6) months after the Academy's scheduled graduation date. The student will be allowed two (2) attempts to pass the Basic Academy Certification Written Assessment. If the student fails both attempts or fails to retake the Certification Written Assessment within six (6) months after the Academy's scheduled graduation date, the student cannot be certified.

I. Demonstrative Assessment Development and Maintenance

1. Curriculum Coordinators, Training Coordinators, and subject matter experts may develop the demonstrative assessment checklist based on course objectives.
2. Each demonstrative objective may be assessed using a Practical Application Skills Test.
3. A Training Coordinator provides the Practical Application Skills Test to the instructor.

J. Administering the Practical Application Skills Test

1. Instructors administer and evaluate the Practical Application Skills Test.
2. An Academy Training Coordinator records the Practical Application Skills Test and ensures the score sheet is retained in the student's POST file.
3. The Appropriate Use of Force demonstrative assessment for juvenile detention, correction, or probation officers requires a minimum passing score of 80%.

K. Retaking the Practical Application Skills Test

1. If a student fails a Practical Application Skills Test, they are remediated immediately and retested.
2. Students may be permitted up to two retests of the failed Practical Application Skills Test.

3. Prior to retest, instructors may provide remedial instruction to students failing to successfully demonstrate a skill.

4. If a student fails the second retest of the Practical Application Skills Test, the student will be dis-enrolled from the Academy.

L. Physical Readiness Test (PRT) Requirements

1. Patrol Academy
    a. The Patrol Academy student is required to pass the entry PRT upon arrival to the Patrol Academy.
    b. If the Patrol Academy student fails the PRT, the Patrol student is dis-enrolled from the Patrol Academy.

2. Corrections Academy, Detention Academy, and Felony Probation and Parole Academy
    a. A student in one of the above Academies must pass the PRT prior to graduation.
        i. The student will only be given two (2) attempts during the Academy.
    b. If the student in one of the above Academies does not pass the PRT during the Academy, the student:
        i. Is dis-enrolled from the Academy.
        ii. Cannot graduate from the Academy.
        iii. Is not eligible to take the Certification Exam.
        iv. May finish all remaining classes in the Academy.
        v. Will be given one (1) more attempt to pass the PRT no later than thirty (30) business days after the Academy's scheduled graduation date.
            1. If the student from one of the above Academies passes the PRT within the thirty (30) business days:
            2. The student is then eligible to take the certification exam as their first attempt within the same thirty (30) business days after the Academy's scheduled graduation date.
            3. If the student from one of the above Academies passes the certification exam, they also pass the Academy.
            4. If the student from one of the above Academies fails the one (1) more attempt to pass the PRT, they must repeat a later Academy

M. Expiration of Basic Training

1. Any person who does not become certified in the relevant discipline within three (3) years of graduating from a basic training academy or POST certified equivalent program must repeat that entire academy or program in order to become certified.